

SITE PLAN SUBMITTAL APPLICATION
FOR PLANNING COMMISSION

Date: _____ Submittal Fee \$ 100.00

Physical Address of Site _____

Tax parcel # _____

Name of Owner _____

Name of Applicant _____

Applicant Address _____

Phone # _____ Cell # _____

Engineer for Project _____ Phone # _____

Architect for Project _____ Phone # _____

DOCUMENTS REQUIRED FOR SUBMITTAL:

- _____ Four (4) 24" x 36" complete sets of civil/construction drawings
- _____ Twenty (20) 11" x 17" sets including site layout, building elevations, landscape plan (if applicable), tree survey, and tree preservation plan.
- _____ One (1) PDF digital formatted CD containing all construction

24" x 36" construction drawing sets must include, but not limited to, the following:

- _____ Indicate location of property with labeling of physical address, zoning of adjoining properties and public or private streets, adjacent property owners
- _____ Site plan to scale, showing property boundaries
- _____ Site elevations- To Scale
- _____ Grading Plan (Erosion Control Measures) and Topo
- _____ Retention/Detention Plan with storm drainage plan and with calculations in report form
- _____ Off street parking spaces and driveways - # of spaces labeled
- _____ Sidewalks adjacent to city streets or roads
- _____ Location of all refuse containers or dumpsters
- _____ Location of all utilities, including electric, water, and sewer
- _____ Water and sewer mains shall be indicated and the location of all valves, meters, manholes and fire hydrants
- _____ Landscape Plan (if applicable)
- _____ Existing tree survey and tree preservation plan
- _____ Building elevations- including height
- _____ Location of transformers and utility poles
- _____ Plans for recreation facilities (if applicable)
- _____ Setback locations with the exact location of all buildings and structures
- _____ Traffic Impact analysis and plan if applicable

